



ARCHBISHOP SUMNER

CHURCH OF ENGLAND PRIMARY SCHOOL

HEADTEACHER: URSULA OVENDEN

CHAIR OF GOVERNORS: FREYA THOMAS MONK

APPLICATION FOR SPECIAL LEAVE

Guidance notes – to be read before completing this application form and as supported by the school’s attendance policy (copies available outside the school office)

1. Special leave is granted by the Headteacher. Applications are considered in the context of the needs of the child and where sufficient justification is given to warrant the child’s absence from school, with reference to the school attendance policy
2. All applications for special leave must be submitted on this form. The form will be returned if any section has not been adequately completed
3. Applications for special leave for reasons not to do with the child, e.g. for parents to care for sick dependants **or** because the parent is unable to make arrangements for the child to be at school will **not** be granted as authorised absence.
4. This form can be downloaded in pdf form from the school website or alternatively an electronic copy can be obtained by emailing the school at school.abs@gmail.com.
5. Except in exceptional circumstances related to the child themselves, applications for special leave in excess of ten days will not be granted. Any unauthorised absence in excess of ten days will be referred to the Governors Attendance Panel for consideration regarding the school’s response.

Section A

Child’s First Name _____ Surname _____

Year Group _____ Telephone Number _____

Number of days requested _____ Dates _____

Date of this request _____ (date submitted to the school)

Reasons for the request: Applicants should describe the circumstances giving rise to this request, including the reason why it is considered necessary to be absent during school hours. Please include **ALL** relevant information which you feel supports your request. Any request is considered on the basis of what will be the impact on the child’s education.



Section B

a) I support _____ days special leave because _____

and I am able to assure that the child’s education will not be unduly affected.

b) I do not support this application because _____

Special leave taken by this child over current and previous leave year:

No Day	Dates	Reason	Request made by	Agreed/Not agreed

It is essential that all pupils meet the school’s overall attendance target for 2014/2015 90% which allows for any sickness or special leave absence. Any attendance rate below 90% will trigger a ‘cause for concern’ letter sent by the school’s meaning mentor to inform the parents/carers of this issue. No special leave will be granted for pupil with an attendance rate of less than 90% at the time of request.

Leave taken this year	
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Sickness absence	
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Current Attendance Rate	
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Signed Headteacher _____ Date _____

Print Name (Headteacher) _____

This form to be filed on the pupil file with a photocopy of the decision given to the parents/carers within five working days of the headteacher’s dated decision.